



Town of Arlington, Massachusetts
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Affirmative Action Minutes 04/04/2001

The Affirmative Action Advisory Committee met on
 Wednesday, April 4, 2001 @ 7:30 P.M.

In the Office of the Personnel Director on the 3rd Floor of the Town Hall Annex.

Present: Adrienne McClure (Chair), Franz Browne, Augusta Haydock, Jack Jones, Elaine MacLachlan, and Howard Winkler

Also Present: John Dunlap, Director of Personnel, Nancy Galkowski, Deputy Town Manager, Mary Hahnen, and Chris Ryan

Absent: Barbara Boltz

Personnel Director Vacancy/Transition/Recruitment

Mr. Dunlap informed the Committee that he has accepted the position of Director of Human Resources for the Town of Brookline. His last day with the Town of Arlington will be Friday, April 6, 2001. Mr. Dunlap informed the Committee that Deputy Town Manager Nancy Galkowski would serve as the Acting Director of Personnel. Mrs. Galkowski informed the Committee that the recruitment process had not been finalized but that she would keep the Committee informed. She stated that she would welcome any input from the Committee.

Meeting Minutes So Voted

Renovations: Mr. Dunlap reported that minority participation at the Hardy is 24% and female participation is at 1%. There was an error in the Workforce Participation Report that was presented to the Committee. Mr. Dunlap stated that this error would be corrected prior to the next meeting.

Mr. Winkler stated that he had not heard back from the Volpe National Transportation Center. He has contacted the Volpe Center in order to get a copy of the language that they follow regarding minority females in the workforce. The Volpe center had told Mr. Winkler that they count a female minority under either category, but not both. The committee agreed to discuss this further at another meeting once Mr. Winkler has received more information.

Hiring Updates:

Mr. Dunlap reviewed recent personnel actions and vacancies. He stated that the Town has filed a requisition with the Human Resources Division for five new police officers, including a requisition for a protected minority list. He informed the committee about a number of other openings within the Town. Mrs. McClure said that she continued to note the absence of the statement "The Town of Arlington is an Equal Opportunity/Affirmative Action Employer," at the bottom of the newspaper advertisements. Mr. Dunlap stated that he would make sure that this appeared in future advertisements.

Mr. Dunlap informed the committee that the Labor Service Advertisement they requested has been published in the Bay State Banner and El Mundo.

Continuing Business

In Ms. Boltz's absence there was no update about the issue of hiring a more diverse teaching staff.

Mr. Dunlap thanked the committee for their support over the past four years. Mrs. McClure presented Mr. Dunlap with a gift and a card on behalf of the Committee.

The Committee adjourned.